

FYI – For Your Information

Computer Form Specifications: Income Withholding Transmittals or Annual Reconciliation

Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use.

The following guidelines must be used for computer-generated withholding forms to be processed. The form should be clearly labeled as a Transmittal or Annual Reconciliation. **Five test copies of your form must be submitted for approval prior to use. Do not cut coupons. Please submit full pages.**

Forms DR 1093A "Annual Transmittal of State W-2 Forms", DR 1093B "Annual Transmittal of State 1099 Forms" and DR 5315 "Remittance Processing Scan Allowances" can be downloaded from the Web at www.taxcolorado.com

PAPER: Use white, high quality bond, minimum 20 lbs., or 24 lb. OCR providing sufficient quality and contrast for Optical Character Reading (OCR).

FORM SIZE: The width should be 8 1/2 inches. The return portion of the forms must have a height of 3 2/3 inches.

PRINT FONT: OCR-B for the OCR scan line, using six lines to the inch. Your printer must print crisp, clear characters with no unconnected lines or filled in spaces. If OCR-B is not available, the scanline should NOT print on the form.

FORMAT: The content and format must match, including: account number

(company's state account number), period (period for which taxes are due) and date due (date taxes are due for the given period). The return must include the numbers shown in parentheses [i.e. (100), (415), (200), etc.] on lines 3A, 3B, 4, 5, and 6. Content and spacing of the OCR scan line must EXACTLY meet the requirements listed below in order for the form to be readable by OCR.

DR 1093A, DR 1093B - Withholding Tax Transmittals: **Data Font Size:** All data must have a font size of 10 point. Preferred font style is "Arial."

Account Number Format: 99-99999

Period Format: (full-year for Transmittal-01/07-12/07)

ADDRESS BLOCK (TRANSMITTALS):

Under the heading, the left side of the return must contain the business name, address, city, state and ZIP code.

MAILING: The completed tax return must be mailed to the department UNFOLDED.

OCR SCAN SPACE: The bottom 3/4 inch of the form, front and back, must be free from extraneous marks and printing that would give a false OCR reading. The data on the scan line MUST be printed on the third print line from the bottom (between 2 and 3 picas from the bottom) and MUST conform to the following specifications. Variation will make the line unreadable.



Colorado Department
of Revenue
Taxpayer Service Division
1375 Sherman St.
Denver, Colorado 80261

Forms and other services:
(303) 238-FAST (3278)
Assistance:
(303) 238-SERV (7378)

www.taxcolorado.com

OCR PRINT POSITIONS: Using OCR-B print font, reading from **right** to **left** beginning at the **right edge** of the form, the following spacing must be followed:

Note on account number: For this 11-space field, the right-hand 4 spaces are zeros.

**Print spaces from
RIGHT EDGE of form Contents**

1 - 21	leave blank
22	check digit #1
23 - 33	account number
34 - 40	leave blank
41	check digit #2
42 - 48	source/liability code (1301000)
49 - 56	filing period (see note)

Note on filing period: The period is for a year, use all 8 spaces. (Example: for January 2007 through December 2007, the entry would be 01071207.)

Use the following computation for check digit #1 (MOD 10):

Account Number	
Basic number to use:	0 1 0 1 5 5 4 0 0 0 0
Start from right, bring down 1st digit, then every other one:	0 0 5 4 0 0
Multiply 2nd line by 2:	$\begin{array}{r} 0 \quad 0 \quad 5 \quad 4 \quad 0 \quad 0 \\ \times 2 \\ \hline 0 + 1 + 0 + 8 + 0 + 0 = 9 \end{array}$
Cross add the total:	
Cross add digits not multiplied by 2:	$1 + 1 + 5 + 0 + 0 = \underline{7}$
Sum of cross additions:	16
Use digit in "ones" position only:	6
Subtract that number from 10:	$10 - 6 = 4$

Your check digit in this example is 4. If your check digit equals 10, use only the zero.

Use the following table to find check digit #2, using appropriate year and filing period:

REPORTED FOR YEAR	DUE DATE	CHECK DIGIT
2005	02-28-2006	9
2006	02-28-2007	7
2007	02-29-2008	5
2008	03-02-2009	3
2009	03-01-2010	1

Please submit 5 test forms and direct all questions to:

COLORADO DEPARTMENT OF REVENUE
FORMS DEVELOPMENT SECTION, RM 307
1375 SHERMAN ST
DENVER CO 80261
(303) 866-2419

FURTHER INFORMATION

FYIs and commonly used forms are
available on the Web at
www.taxcolorado.com

For additional Withholding or Income
Tax Information visit the "Tax
Information Index" at
www.taxcolorado.com